

Office of Training

SCHEDULE
OF
COURSES

July - December 1974

Tentative January - June 1975

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OFFICE OF TRAINING

SCHEDULE OF COURSES

	1974 Jul - Dec	1975 Jan - Jun
Administrative Procedures 4 days - full-time	9 - 12 Sep 21 - 24 Oct 2 - 5 Dec	3 - 6 Feb 17 - 20 Mar 14 - 17 Apr 19 - 22 May
Advanced Intelligence Seminar 2 1/2 weeks - full-time	4 - 20 Dec	29 Jan - 14 Feb 11 - 27 Jun
Advanced Management 4 weeks - full-time	23 Sep - 18 Oct	3 - 28 Feb 27 May - 20 Jun
Advanced Operations 6 weeks - full-time	23 Sep - 1 Nov	6 Jan - 14 Feb 31 Mar - 9 May
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Anti-Narcotics Operations 1 week - full-time	7 - 11 Oct	31 Mar - 4 Apr
Basic Operations 15 weeks - full-time	3 Sep - 13 Dec	10 Feb - 23 May
Chiefs of Station Seminar 2 weeks - part-time	21 Oct - 4 Nov	17 - 28 Feb 26 May - 6 Jun
China Familiarization 1 week - full-time	30 Sep - 4 Oct 18 - 22 Nov	27 - 31 Jan 12 - 16 May
25X1A [REDACTED] 1 week - full-time	9 - 13 Sep 11 - 15 Nov	10 - 14 Feb 19 - 23 May
CIA-Today & Tomorrow 3 days - full-time (4th day for DDO)	17 - 19 Sep 3 - 5 Dec	11 - 13 Mar 17 - 19 Jun
CIA Senior Seminar 2 months (approx.) - full-time	3 Sep - 27 Nov	10 Mar - 9 May

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	1974 Jul - Dec	1975 Jan - Jun
Countering Terrorist Tactics 1 week - full-time	15 - 19 Jul 19 - 23 Aug 16 - 20 Sep 21 - 25 Oct 18 - 22 Nov 9 - 13 Dec	13 - 17 Jan 10 - 14 Feb 17 - 21 Mar 14 - 18 Apr 12 - 16 May 16 - 20 Jun
DDO Operations Orientation for DDS&T 1 week - full-time	16 - 20 Sep	28 Apr - 2 May
Effective Briefing 10 weeks - part-time (Friday morning)	6 Sep - 8 Nov	3 Jan - 7 Mar 14 Mar - 16 May
Effective Writing 4 weeks part-time	15 - 24 Jul (Compressed into 2 weeks) 5 - 14 Aug (Compressed into 2 weeks) 9 Sep - 2 Oct 15 Oct - 7 Nov 18 Nov - 11 Dec	6 - 29 Jan 3 - 26 Mar 28 Apr - 21 May
Equal Employment Opportunity (New Course)	To be announced	
Field Administration 3 weeks - full-time	12 - 30 Aug 4 - 22 Nov	13 - 31 Jan 24 Feb - 14 Mar 21 Apr - 9 May 9 - 27 Jun
Fundamentals of Budgeting 5 days - full-time Plus one day the following week	7 - 11 Oct 11 - 15 Nov	17 - 21 Mar 12 - 16 May 16 - 20 Jun
Fundamentals of Supervision and Management 1 week - full-time	9 - 13 Sep 21 - 25 Oct 2 - 6 Dec	6 - 10 Jan 17 - 21 Mar 14 - 18 Apr 12 - 16 May 23 - 27 Jun
Information Science for Financial Management 4 weeks - full-time	21 Oct - 15 Nov	
Information Science for Imagery Analysis 2 weeks - full-time	8 - 19 July	10 - 21 Mar

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	1974 Jul - Dec	1975 Jan - Jun
Information Science for Intelligence Functions 4 weeks - full-time	9 Sep - 4 Oct	27 Jan - 21 Feb 12 May - 6 Jun
Information Science for Managers 1 week - full-time	21 - 25 Oct	3 - 7 Mar
Instructor Training Workshop 10 days - full-time	Given on request	
Intelligence Information Reports and Requirements 3 weeks - full-time	16 Sep - 4 Oct 4 - 22 Nov	13 - 31 Jan 17 Mar - 4 Apr 5 - 23 May
Intelligence Information Reports Familiarization 1 week - full-time	26 - 30 Aug 21 - 25 Oct 9 - 13 Dec	17 - 21 Feb 14 - 18 Apr 9 - 13 Jun
Intelligence in World Affairs 3 weeks - full-time	8 - 26 Jul 9 - 27 Sep 21 Oct - 8 Nov 2 - 20 Dec	13 - 31 Jan 17 Feb - 7 Mar 21 Apr - 9 May
Intelligence Production 7 weeks - full-time	3 Sep - 18 Oct	17 Feb - 28 Mar
Intelligence Writing Workshop 4 weeks - part-time (Tu - Th a.m.)	2 - 25 Jul 8 - 31 Oct	7 - 30 Jan 6 - 29 Mar 1 - 24 May
Language Courses	See page 7	
Management and Services Review: Trends & Highlights 4 days - full-time	22 - 25 Oct 10 - 13 Dec	14 - 17 Jan 1 - 4 Apr
Managerial Grid 1 week - full-time	22 - 27 Sep 20 - 25 Oct 17 - 22 Nov	9 - 14 Mar 6 - 11 Apr 18 - 23 May

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	1974 Jul - Dec	1975 Jan - Jun
Midcareer Course 5 weeks - full-time	25 Aug - 27 Sep 6 Oct - 8 Nov 17 Nov - 20 Dec	3 Feb - 7 Mar 24 Mar - 25 Apr 12 May - 13 Jun
Office Management 4 days - full-time	19 - 22 Nov	20 - 23 May
Operational Indoctrination for OTS 2 weeks - full-time	30 Sep - 11 Oct	3 - 14 Mar
Operational Records I 2 days - full-time	5 - 6 Sep 10 - 11 Oct 5 - 6 Dec	2 - 3 Jan 13 - 14 Feb 27 - 28 Mar 1 - 2 May
Operational Records II 1 week - full-time	9 - 13 Sep 15 - 18 Oct 9 - 13 Dec	6 - 10 Jan 17 - 21 Feb 31 Mar - 4 Apr 5 - 9 May
Operational Records III 1 day - full-time	16 Sep 16 Dec	24 Feb 12 May
Operations Support 3 weeks - full-time	16 Sep - 4 Oct 4 - 22 Nov	20 Jan - 7 Feb 3 - 21 Mar 14 Apr - 2 May 2 - 20 Jun
25X1A [REDACTED] 2 weeks - full-time	Given on request	
Preparing for Overseas Assignment 3 1/2 days - full-time	16 - 20 Jul 3 - 6 Sep 5 - 8 Nov	4 - 7 Feb 8 - 11 Apr 3 - 6 Jun
Project Officer in the Contract Cycle 1 week - full-time	7 - 11 Oct 18 - 22 Nov	10 - 14 Feb

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25X1A

[REDACTED]
1 day - full-time

1974
Jul - Dec

1975
Jan - Jun

10 Jul
24 Jul
7 Aug
21 Aug
4 Sep
18 Sep
2 Oct
16 Oct
30 Oct
13 Nov
27 Nov
11 Dec

Scientific & Technical
Collection for DO Officers
2 weeks - full-time

19 - 30 May

Soviet Bloc Operations (DO/SB)
8 days - full-time

12 - 21 Aug
25 Nov - 4 Dec

20 - 29 Jan
17 - 26 Mar
21 - 30 Apr
9 - 18 Jun

Survey of Intelligence
Information Systems
3 weeks - full-time

18 Nov - 6 Dec

31 Mar - 18 Apr

Systems Dynamics: Principles
& Applications
3 weeks - full-time

30 Sep - 18 Oct

21 Apr - 9 May

USSR Country Survey
2 weeks - full-time

7 - 18 Oct

10 - 21 Mar

Vietnam Operations (DO/EA)
2 weeks - full-time

22 Jul - 1 Aug
19 - 29 Aug
23 Sep - 3 Oct
22 Oct - 1 Nov
18 - 29 Nov
16 - 20 Dec

20 - 30 Jan
18 - 28 Feb
17 - 27 Mar
21 Apr - 1 May
19 - 29 May
16 - 26 Jun

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	1974 Jul - Dec	1975 Jan - Jun
Vietnam Orientation (DO/EA)	8 - 19 Jul	6 - 17 Jan
2 weeks - full-time	5 - 16 Aug	3 - 14 Feb
	9 - 20 Sep	3 - 14 Mar
	8 - 18 Oct	7 - 18 Apr
	4 - 15 Nov	5 - 16 May
	2 - 13 Dec	2 - 13 Jun
 Vietnam Wives Orientation	 16 Jul	 14 Jan
2nd Tuesday of Vietnam	13 Aug	11 Feb
Orientation (DO/EA)	17 Sep	11 Mar
	15 Oct	15 Apr
	12 Nov	13 May
	10 Dec	10 Jun

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ADMINISTRATIVE-INTERNAL USE ONLY

LANGUAGE TRAINING COURSES*
(3 students minimum)

Course	Type	FT/PT	Length	Beginning Dates						
				Jul	<u>1974</u> Sep	Nov	Jan	<u>1975</u> Feb	Mar	May
Chinese 01C	FAM	PT	40 hours	TO BE NEGOTIATED						
Chinese 11C	RSU	FT	44 weeks	15	-	-	6	-	-	-
Chinese 21C	RSU	PT	1400 hours	TO BE NEGOTIATED						
Chinese 71C	R	FT	26 weeks	TO BE NEGOTIATED						
Chinese 81H	R	PT	38 weeks	-	16	-	-	-	-	-
Chinese 82H	R	PT	38 weeks	-	16	-	-	-	-	-
Chinese 83H	R	PT	38 weeks	-	16	-	-	-	-	-
French 11C	RSU	FT	24 weeks	15	9	4	6	-	3	5
French 19C	RSU	FT	12 weeks	15	9	4	6	-	3	5
French 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
French 21H	RSU	PT	38 weeks	-	16	-	-	-	-	-
French 22H	RSU	PT	38 weeks	-	16	-	-	-	-	-
French 81C	R	PT	240 hours	TO BE NEGOTIATED						
French 81H	R	PT	38 weeks	-	16	-	-	-	-	-

*For course descriptions see OTR Catalog

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Beginning Dates

Course	Type	FT/PT	Length	Jul	1974		Nov	1975			
					Sep			Jan	Feb	Mar	May
French 82H	R	PT	38 weeks	-	16	-	-	-	-	-	
German 11C	RSU	FT	24 weeks	15	9	4	6	-	3	5	
German 21C	RSU	PT	500 hours	15	9	4	6	-	3	5	
German 21H	RSU	PT	38 weeks	-	16	-	-	-	-	-	
German 22H	RSU	PT	38 weeks	-	16	-	-	-	-	-	
German 81C	R	PT	300 hours	TO BE NEGOTIATED							
Greek 11C	RSU	FT	36 weeks	-	9	-	6	-	-	5	
Greek 21C	RSU	PT	800 hours	TO BE NEGOTIATED							
Greek 81C	R	PT	500 hours	TO BE NEGOTIATED							
Indonesian 11C	RSU	FT	24 weeks	-	-	4	-	-	-	5	
Indonesian 81C	R	PT	200 hours	TO BE NEGOTIATED							

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Beginning Dates

Course	Type	FT/PT	Length	Jul	<u>1974</u>		Nov	<u>1975</u>			
					Sep			Jan	Feb	Mar	May
Italian 11C	RSU	FT	24 weeks	-	9	-		6	-	-	5
Italian 19C	RSU	FT	12 weeks	TO BE NEGOTIATED							
Italian 21C	RSU	PT	400 hours	TO BE NEGOTIATED							
Italian 81C	R	PT	240 hours	TO BE NEGOTIATED							
Japanese 11C	RSU	FT	44 weeks	-	9	-		-	-	-	-
Japanese 21H	RSU	PT	38 weeks	-	16	-		-	-	-	-
Japanese 22H	RSU	PT	38 weeks	-	16	-		-	-	-	-
Lao 11C	RSU	FT	32 weeks	-	9	-		6	-	-	5
Persian 01C	FAM	PT	30 hours	TO BE NEGOTIATED							
Persian 11C	RSU	FT	36 weeks	-	9	-		-	-	-	-
Persian 31C	SU	FT	24 weeks	TO BE NEGOTIATED							
Persian 81C	R	PT	300 hours	TO BE NEGOTIATED							
Polish 11C	RSU	FT	42 weeks	-	9	-		6	-	-	5
Polish 21C	RSU	PT	900 hours	TO BE NEGOTIATED							
Polish 81C	R	PT	500 hours	TO BE NEGOTIATED							

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Beginning Dates

Course	Type	FT/PT	Length	Jul	1974	Nov	1975			
					Sep		Jan	Feb	Mar	May
Portuguese 11C	RSU	FT	24 weeks	-	9	-	6	-	-	5
Portuguese 19C	RSU	FT	12 weeks	-	9	-	6	-	-	5
Romanian 11C	RSU	FT	24 weeks	TO BE NEGOTIATED						
Romanian 21C	RSU	PT	500 hours	TO BE NEGOTIATED						
Romanian 81C	R	PT	300 hours	TO BE NEGOTIATED						
Russian 01H	FAM	PT	20 hours	-	16	-	-	10	-	-
Russian 11C	RSU	FT	42 weeks	-	9	-	6	-	-	5
Russian 21C	RSU	PT	900 hours	-	9	-	6	-	-	5
Russian 23H	RSU	PT	38 weeks	-	16	-	-	-	-	-
Russian 81C	R	PT	500 hours	TO BE NEGOTIATED						
Russian 81H	R	PT	38 weeks	-	16	-	-	10	-	-
Russian 82H	R	PT	38 weeks	-	16	-	-	-	-	-
Russian 85H	R	PT	110 hours	-	16	-	-	-	-	-
Russian 86H	R	PT	110 hours	-	16	-	-	-	-	-
Russian 88H	R	PT	110 hours	-	16	-	-	-	-	-

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Beginning Dates

Course	Type	FT/PT	Length	<u>1974</u>			<u>1975</u>			
				Jul	Sep	Nov	Jan	Feb	Mar	May
Spanish 11C	RSU	FT	24 weeks	15	9	4	6	-	3	5
Spanish 19C	RSU	FT	12 weeks	15	9	4	6	-	3	5
Spanish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Spanish 21H	RSU	PT	38 weeks	-	16	-	-	-	-	-
Spanish 22H	RSU	PT	38 weeks	-	16	-	-	-	-	-
Spanish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Spanish 81H	R	PT	38 weeks	-	16	-	-	-	-	-
Spanish 82H	R	PT	38 weeks	-	16	-	-	-	-	-
Swedish 11C	RSU	FT	20 weeks	-	9	-	6	-	-	5
Swedish 21C	RSU	PT	400 hours	TO BE NEGOTIATED						
Swedish 81C	R	PT	240 hours	TO BE NEGOTIATED						
Thai 01C	FAM	PT	30 hours	TO BE NEGOTIATED						
Thai 11C	RSU	FT	32 weeks	-	9	-	6	-	-	5

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Course	Type	FT/PT	Length	Jul	1974		Nov	1975			
					Sep			Jan	Feb	Mar	May
Turkish 11C	RSU	FT	36 weeks	-	9	-	-	-	-	3	-
Vietnamese 11C	RSU	FT	36 weeks	-	9	-	-	6	-	-	-
Vietnamese 19C	RSU	FT	6 weeks	TO BE NEGOTIATED							
Vietnamese 31C	R	FT	240 hours	TO BE NEGOTIATED							

RSU - Reading, Speaking and Understanding
 SU - Speaking and Understanding
 R - Reading Only
 FAM - Familiarization
 FT - Full-time
 PT - Part-time
 C - Chamber of Commerce
 H - Headquarters

For course descriptions see OTR Catalog

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OFFICE OF JOINT COMPUTER SUPPORT

EDP TRAINING

	1974 Jul - Dec
ADEPT 17 weeks - full-time	30 Jul - 27 Nov
ADEPT Case Study 2 weeks - full-time	1 - 15 Nov
ALC I 1 week - full-time	3 - 6 Sep
ALC II 1 week - full-time	9 - 13 Sep
ALC Workshop 1 week - full-time	16 - 20 Sep
Basic PL/I 1 week - full-time	23 Sep - 4 Oct
EDP Orientation 3 days - full-time	30 Jul - 1 Aug 10 - 12 Sep 22 - 24 Oct 3 - 5 Dec
Flowcharting & Decision Tables 1 week - full-time	5 - 9 Aug
FORTRAN Direct Access Files 1 day - part-time	29 Jul
FORTRAN For PL/I Programmers 3 days - full-time	25 - 27 Nov
FORTRAN Optimization Techniques 1 day - part-time	22 Jul
GIM II For Users 3 days - full-time	16 - 18 Dec

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	1974 Jul - Dec
HIPO 1 day - part-time	19 Jul
Intermediate PL/I 1 week - full-time	7 - 11 Oct
JCL Workshop 2 weeks - full-time	19 - 30 Aug
OJCS Documentation Standards 3 days - full-time	29 - 31 Oct
OJCS Time Sharing 1 week - part-time	22 - 26 Jul 18 - 22 Nov
Program Design Techniques 1 day - part-time	15 Jul
Program Testing & Debugging Techniques 1 day - part-time	26 Jul
PL/I Direct Access Files 1 day - part-time	2 Aug
PL/I Workshop 1 week - full-time	18 - 25 Oct
Structured Programming 3 days - full-time	15 - 17 Oct
System 360/370 Introduction 1 week - full-time	12 - 16 Aug
Systems Analysis I 1 week - full-time	4 - 8 Nov
Systems Analysis II 1 week - full-time	2 - 6 Dec

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